

City of Winslow Job Description

Position Title: Pool Cashier
Department: Public Works
Division: Recreation-Aquatics

GENERAL PURPOSE

Controls lobby areas, collects fees and recording necessary information as it applies to accounting, registration, and programs. This position requires frequent public contact with good public relations etiquette. This position requires the working of odd hours, nights, weekends, and holidays as needed. This position is an at-will temporary part-time position per the Winslow Municipal Code Section 3.16.020.

SUPERVISION

Works under the general guidance and direction of the Pool Supervisor. Exercises close supervision over all the registration process of swim programs and cash control procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Conducts self in a professional manner at all times.

Understands and operates cash handling procedures.

Understands handling monies in a safe and accurate manner.

Maintains adequate financial records.

Has knowledge of all aquatic programs and activities and able to inform the public of daily activities and times.

Is friendly, helpful and cheerful to all customers and fellow employees.

Registers patrons for aquatic programs according to established policies and procedures.

Assists in all emergencies as directed by the Pool Supervisor.

Maintains cleanliness and order in designated work area and assists in custodial duties as assigned.

Performs other duties pertaining to the pool as assigned by the Pool Supervisor.

DESIRED MINIMUM QUALIFICATIONS

Graduation from a standard high school or GED

Experience working with cash, reports, and accountability practices.

Must be able to communicate with the public courteously and in a professional manner.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of cash accounting procedures.

Ability to communicate effectively orally.

Ability to establish and maintain effective working relationships with employees and the general public.

Current CPR/First Aid certificate or ability to obtain one.

The duties listed above are intended only as illustrations of the various types of work that may be performed.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 03/30/01 June 15, 2007